P-W (1938) Department.

Marine

Ms. SERIES.

G.O. No. 1858

DATED 27-8-1938

[Despatch Abstract.]

Port — Mangalore - Additional Clerk — Orders

1,002—16-2-37.

ASST. SECRETARY TO GOVT. 4 4-MAR 1938 794 PUBLIC WORKS DEPT.

Received ..... 193 *Registered* ..... 193 .

Subject.

Mangalore - Port Office - Additional clerk - Proposals.

ENCLOSURES

No. .....

Spare copies .....

No. 2462 Gl-3. *Madras, dated* 3rd March 193 8.

From (Name) Commander G.M. Osborne Smith, R.I.N.,

Presidency Port Officer, Madras,

To The Secretary to the Government of Madras,

Public Works (Marine) Department.

Sir,

I have the honour to state that the Port Officer, Mangalore, reported in January last that from 15-12-1937 (the date on which the collection of Port dues was taken over by this Department), he has been utilizing the services of the temporary shed clerk sanctioned for 6 months in the year, in G.O.No. Ms.491 Finance (Mar.) Department dated 23-9-1935, to assist the Entry and Clearance clerk in carrying out the duties noted in the margin* and requested sanction for the entertainment of an additional full-time clerk so as to terminate the above temporary arrangement.

* Entry and/or clearance of vessels averaging about 50 per day, assessment and collection of Port dues, maintaining port fund Chitta and preparation of returns connected therewith.

2. I deferred taking action on the above proposal until I had some personal knowledge of the position complained of. I went into the question during my recent inspection of the port and may at once say that I am convinced that the Mangalore Port Office is in need of additional clerical assistance. The temporary arrangement referred to in para 1 is not at all satisfactory and cannot continue for long as it interferes with the legitimate duties of the shed clerk.

(ii) I would, as a tentative arrangement, suggest that the clerk at Hangarkatta sanctioned for 8 months in the year be transferred for duty at Mangalore.

There is no work, at present, at the port sufficient to necessitate the retention of the clerk to assist the Port Conservator. After this arrangement has worked for six months, I would address Government for any further arrangement that may be necessary.

(iii) The work of collecting Port dues may be entrusted to the Port Clerk, Mangalore Port Office, under the supervision of the Head Clerk, and a security of Rs.200 taken from him. For the extra work and responsibility a special pay of Rs.5 per mensem, may be attached to the post. Unlike at other ports Port dues are paid at this port <u>in cash</u> and not by cheques and the work in connection therewith is heavy.

(iv) In the above circumstances, I request the early sanction of Government to the above proposals.

3. Expenditure on the above account, viz. Rs.60 (special pay) will be met from 'Provincial Minor Ports Fund.'

I have the honour to be,
Sir,
Your most obedient servant,

Commander, R.I.N.,
Presidency Port Officer.

V.S.3-3.

3 | No 794 A/38 & 8-388

T.M

Orie A/10/3 | From the MS Port

To the PPO Madras

9/10/3 | Sub: Mangalore - Post office Asstt. clerk

Ref: Your letter no 2462 A2-3 & 3.3.38

Please refer me to the Corr. in which the temporary clerk at Hangarkatta for 8 months the year was sanctioned.

V.O.L. paras 2(ii) + (iii)

9/3/38 | (P.O.)

8-338 | M

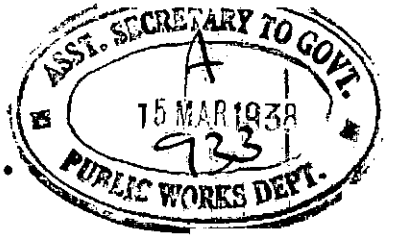
P.C. Bro | B/3

Addl

The Corr. sanctioning a temporary clerk for 8 months in the year for Hangarkatta is not readily traceable. Draft T.M. to PPO is submitted.

B

4



Telephone Message.

Reply.

From the Presidency Port Officer, Madras,
To the Under Secretary to Government, Public Works (Mar.) Deptt.
Dated 11th March 1938.

Mangalore - Port Office - Additional clerk - Your telephone message dated 9-3-38.

Please see G.Os. No.177 Marine, dated 6-4-1905 and No.274 Marine, dated 19-5-1905.

W.F. Ruffle,
for Presidency Port Officer.

Forwarded
(By order.)

Manager 12.3

Post copy in confirmation.

Ord(Ker

Con no 194 A/38-3 dt 22.3.38

Subj Posts - Mangalore -
Post office - Additional Clerk

5/23/38

From the PPO no 2462/pt-3
dt 3.3.38
dt 11.3.38

Present in 257.8

The proposal of the PPO to abolish the post of the temporary Clerk for eight months at Hangarkatta, sanctioned in Con no 274 Marine dated 19.5.1905, is allowed.

2. The other proposals of the PPO involve the employment at the Mangalore Post office (besides its permanent staff of 1 Headclerk on Rs 70-100 and 4 clerks on Rs 30-5 of 1 temporary clerk for 10 months another for 6 months and a third for 8 months. The staff will thus consist of 8 men for 6 months, 7 men for 8 months and 6 for 10 months in the ye

3. The PPO is requested

requested to furnish information on the following points

(i) Statistics of work done by each of the 7 clerks (5 permanent 1 temporary for 10 months and 1 temporary for 6 months) in the Mangalore Post office, with number of papers, subjects and the work dealt with by each clerk for the last five years and

(ii) why, instead of 3 temporary men for a total period of 24 months, 2 men for whole year should not be appointed, assuming that statistics of work justify the necessity of employing 2 men for the whole year;

(iii) Pending orders on the proposals, no expenditure should be incurred beyond the existing sanction to 1 clerk for 10 months and 1 clerk for 6 months at the Post of Mangalore.

8x
19338

19338

21/1/38

× 1 for 10 months
1 for 8 months
1 for 5
3 for 24 months

this post is not necessary. Thus a post subject to S.W. Monsoon fluctuations & work is likely to be seasonal

P38 of (D)
Item (f) Col 4 of 15 of (N)

To the PMG Madras

7

1,002—16-2-37.

Received ..... 193 *Registered* ..... 193 .

ASST. SECRETARY TO GOVT. 4 MAY 1938 PUBLIC WORKS DEPT. A 1448

Subject.

Mangalore - Port Office - Additional clerk.

25

Connected file
of Govt (674/38)
can may lie over
till its receipt
1/10/5/38

ENCLOSURES
No. Statistics
4 sheets
Spare copies .....

No. 2460/Mar-8 *Madras, dated* 3rd May 1938.

From (Name) Commander G.M. Osborne-Smith, R.I.N.,
Presidency Port Officer, Madras,

To The Secretary to the Government of Madras,
Public Works (Marine) Department.

Sir,

pp 5-6 ante

Ref:- Government Memo No.794 A/38-2
dated 22-3-38.

With reference to para 3 of the above memo, I have the honour to forward herewith the statistics of work done by the clerks of the Port Office, Mangalore, called for. Besides the work in connection with the collection of Port dues, account work in connection with the dredger, dry dock and other port improvements, has greatly increased.

pp 8 - 11 infra

Pb ante

2. The instructions contained in para 4 of the memo are noted.

I have the honour to be,
Sir,
Your most obedient servant,

W. F. Ruffle 3/5.

for Presidency Port Officer.

32

STATISTICS OF WORK DONE BY EACH OF THE CLERKS IN THE PORT OFFICE, MANGALORE.

PRESIDENCY PORT OFFICE
29 APR 1938
MADRAS

1 Clerk.

Maintaining current register, tracing references and putting them up for disposal of correspondence. Comparing letters, statements and despatching papers. Filing papers and indexing files and Government orders. Maintaining postage account, fair copying defect lists of Launch and dredgers and statements which cannot be typed. Preparing shipping bills and Bills of Entry for Government Stores. Maintaining salvage register, preparing bills for salvage and transfer of deposits, register of Books and posting correction slips. Despatching stores, oils etc., to Sub-Ports and Light-Houses. Maintaining stock account of forms, preparing indents, scrutinizing indents of Sub-Ports. Maintaining casual leave and leave account of Establishment. Preparing Travelling Allowance Bills. Maintaining daily Log Book and records.

Year	Periodical Regr. No.	Current No.	Sub No. Inward.	Sub No. outward.	Despatches.	Local delivery
1933-34	390	1020	5100	5000	1924	1800
1934-35	390	1191	5945	5800	1825	1600
1935-36	390	1153	5765	5600	1960	1710
1936-37	390	1252	7562	7270	1863	1320
1937-38	397	1707	3656	12600	2268	1680

One Clerk.

Maintaining Entry and Clearance Register, Port Fund Chitta, Passenger Registers, Registers connected with the Registration of Ships, maintaining accounts, and periodical returns. Collecting money port collections and granting receipts. Maintaining Pilotage Fund registers and accounts.

manifest and registers and assess refund due. Preparing Bills for Launch hire, Overtime fees, Cranage fee, Godown fee and Lighting charges.

	33-34	34-35	35-36	36-37	37-38.
Export applications checked, assessed, money collected and receipts granted.	9446	9552	9864	9605	11226
Endorsement made on Shipping Bills	9446	9552	9864	9605	11226

@ Average 5 items in each application requiring assessment.

@ Import applications checked assessed, money collected and receipts granted.	9536	9779	9342	8755	9074
Endorsment made on Bills of Entry	2550	2600	2752	2563	2720
Launch applications dealtwith and receipts granted	491	540	767	543	522
Remittance challans made out	226	229	233	234	279
Rent on lands leased, Portable wooden stalls	148	108	96	109	158
Overtime fees applications assessed and receipts granted	99	103	125	106	97
Refund application	136	101	114	161	121
No. of items of refund entered in register and manifest.	501	443	556	479	400
Items of Municipal tax and Revenue Cess collected from lessees and creditted	51	53	46	54	59
Receipts made out for Rent, Overtime fees, Launch hire etc.	676	656	10 61	826	862
Miscellaneous items, i.e., Cranage fees, Electric light charges, Godown fee	52	7:	88	52	55
No. of Entries in the Chitta	21689	22303	22416	20768	23045

1 Clerk.

Copying Export and Import Applications in the Export & Import Registers, checking Export & Import manifest with the registers and noting the register No numbers in the manifest. Preparing refund Bills and noting the refunds paid against the number in the register. to which it relates.

	33-34	34-35	35-36	36-37	37-38
@ Number of applications copied in the Export Register	9446	9552	9864	9605	11226
@ Do. Import Applications	9536	9779	9342	8755	9074
@ Average 5 items in each application.					
Export manifest of vessels checked	3415	3320	3187	2861	3197
Import do. do.	3379	3360	3189	2852	3231
Export applications with which export manifest compared and numbers noted	9446	9552	9864	9605	11226
Import Do. ~~Import~~ do.	9536	9779	9342	8755	9074
Statement of refund applications and bills ...	501	443	556	479	400

1 Clerk for 10 months in the year for Shed work.

Receiving Cargo into the Shed allotting spaces for stacking, preparing outturn of cargo liable for shed rent, collect rent and grant receipts and maintain shed rent register. Check ~~may~~ weigh cargo stored, maintain register of rent of Open shed and of Cargo stored within Landing and Shipping enclosure.

Number of Entries in the Shed rent register ...	1532	1405	1443	1184	1327
Ground rent applications ~~entered~~ dealtwith.	563	1098	1193	773	937
Do. assessed.and receipts made out	499	911	706	398	556

1 Clerk for 6 months in the year (for shed)

Appointed to assist Shed Clerk during busy season but has been deputed ~~since 15-12-1937~~ from 15-12-1937, the date from which Port dues are being collected by the Port Department, to assist the Entry & Clearance Clerk in the collection work and preparation of returns.

Head Clerk.

General supervision of office work, preparing notes and drafts for the approval of the Port Officer, checking assessments of Port dues and signing entry and clearance Certificates, Checking and signing Import and Export applications of Landing and Shipping dues, ground rent, shed rent and other miscellaneous fees in the absence of and when the Port Officer is engaged on out door duties numbering about 35,000 to 40,000 a year.

Port office, Mangalore.)
Dated 27th April 1938.)

Port Officer.

794-A/38

Port Mangalore Post office additional establt - clerk.

PP 1-2 cf — from the PPO no. 2462-gl-3 dt 3.3.38

P 3 cf — T.C. to the PPO no 794-A/38 dt 8.3.38

P 4 cf — from the PPO no nil dt 11.3.38

P 38 of (D) — In Cr no K 491 file (Mgr) dt 23.9.35, the Court sanctioned the employment of one clerk on Rs 30-5-35- for 10 months (Septr to June inclusive) every year and another clerk on Rs 30 for 6 months

P 33 A of (D) — (Now no input necessary)

P 38 of (D) — every year for working the Cargo Sheds at the port of Mangalore in place of 1 temporary clerk for 9 months and another for 3 months previously employed since 1912 for the same purpose.

P 33 of (D) — (E) Cir 398 Mgr 1012-12.

P 1 cf — 2. The PPO reports that, owing to the taking over of the Collection of Port Dues from 15-12-37, the Port officer at Mangalore requires an additional full time clerk for the port and that, pending sanction to the sanction of the clerk sanctioned for 6 months, referred to in para 1 above, are being utilised for assisting the Entry and Clearance clerk employed in the Collection of port dues. After a personal inspection of the place, the PPO recommends

P 1 cf

P 2 cf

that the clerk for 8 months, sanctioned P2 4
in Cfo no 274 Marine dated 19.5.1905 (I)
for Hangarkatta may be transferred to
Mangalore, as there is now no necessity for
a clerk to help the Port Conservator at
Hangarkatta, that the Collection of port dues
at Mangalore may be entrusted to the Port P2 4
clerk, under the supervision of the Head
clerk, and a Security of Rs. 200 taken
from him. To Compensate for the increased
responsibilities, a Special pay of Rs 5 to the
Port clerk is also recommended, the cost
leaving borne by the Minor Port Fund. (G)
The PPO proposes to address the Govt.
again on the matter after the above 1 4
arrangement has worked for six months

3. The establishment of the Port
Office at Mangalore Consists of 1 Head 'A' & 'B'
clerk on Rs 70-100, and 4 clerks on
Rs 30-55, besides the temporary staff noticed 'C' on p 15 (E)
in para 1 above. The proposal of the
PPO to abolish the post of a clerk employed for
eight months at Hangarkatta may be accepted P2 4
as admittedly there is no work for one. The
PPO proposed to transfer the Sanction to that
post to the Mangalore post office seems to
require more justification. This may be called for
A draft one to the PPO is Submitted

for approval 14

Ex

1938

Mng38 21/5/38

The estt. Consists of one head Clerk & 4 Clerks on 30-55 plus two temporaries one for ten months & another for six months. The P.O.'s proposal is that in addition to

P.S.C.f. Gn no 794 A/38-2 dated 22.3.38 to the PPO

PP 2 = 11 C.f. from the PPO no 2462 dt. 8.4.38 & 3.5.38

A.S. agreed in the name

P.S.C.f. dated 22.3.38 the PPO has furnished

PP f.n. 11 C.f. statistics for the past 5 years, in regard to the work done by the T. Clks (5 Perm and 2 temp.) in the Mangalore Post office

PPS-9 C.f. It will be seen that the work of Entry and Examn. Clerk during 1937-38 was not very heavy when compared with the state of work in 1933-34. Though the work

There must be an appreciable increase of work owing to the last two items on page 9 C.f. (marked B on page 9 C.f.). These are new items.

27/5/38 have somewhat increased the responsibility yet it does not appear to warrant the

P2 C.f. sanction of an additional Clerk on the

4 15

791

The grant of a special of Rs 5 to the P2G ~~Asst~~ 2 (IV)
Postoffice Clerk for Collecting the post Dues.
It should it seems be possible to
arrange for the re-distribution of work
among the existing Post office Staff, including × 'K' on p. 16 N
clerks × Supts, without any extra hand.
For orders.

8K 25328 M2 25.3.38

There is not much of a case for an additional clerk. But the collection work ~~allotted to~~ allotted to the Post Office clerk means additional responsibility and apparently also some increase in work. The additional pay recommended by the P.P.O. may perhaps be sanctioned

G. M2

27/5/38

✓

- Have we not in another Connection asked the P.P.O to send Comprehensive & Complete proposals in regard to the extra Staff that may be required on account of the taking over of the Collection of Post Dues, instead of sending up proposals piecemeal? M2

Would it not be better to wait till the proposals called for are received

A | A

A 2.4

29/5

P.W.(Key

With reference to Secy's remarks on
p. 4 ante, attention is invited to 'A'
on p. 12 of top case. The detailed
report in the top case does not furnish
any new reasons for additional staff
for the post of Mangalore. It is for
Collectors choice, as noted on p. 2 ante
(Mr. Madhava Menon). The post can, if
work may so be entrusted to the post officer
and a special pay of Rs 5 sanctioned
to him. If so, the draft order below
is for approval. Public (Sec.) may see
before issue.

20/7/38

20/7/38

P.W.D. no. 794 M/38-3
22-7-38

Pub (Sec)

Sub (Key)

Sub (Rules) ag put

ASSISTANT SECRETARY TO GOVT.
22 JUL 1938
CHIEF SECTT.

Submitted for perusal

Through Sub (Sec)

Pub (Sec)

The proposal to grant a

special pay of Rs.5 to the Port clerk, Mangalore, for the work of collecting port dues involves the amendment of Annexure E to the Madras Ministerial Service Rules. Pub (Rules) will presumably take necessary action on receipt of a copy of the G.O.

It is proposed to take a security of Rs 200 from the clerk Reference is solicited to rule 5-B of the Madras Ministerial Service Rules. That rule refers only to the taking of security from a person to be appointed or promoted to a post. The Govt ~~have no doubt the right to~~ can demand security from an existing incumbent also. If he is unwilling or unable to furnish the security, another clerk who is prepared to furnish it may be posted and necessary internal office arrangements can be made. It is unlikely that anyone will demur to offer the modest security of Rs 200 as he will get the special pay of Rs 5. Finance should see

On receipt of a copy of the order on this case

pp 335-336 of Madras Ser Manual

p 296

9/8

A

9/8/30

9.8.30

7 18

Pub(Rules) will also consider whether the rules should not provide for the security to be taken from the clerk in question.

Pubsec no. 23869/281

13/8

ASST SECRETARY TO GOVERNMENT
A
13 AUG 1938
3331
PUBLIC WORKS DEPARTMENT

S. W.D.

PW(Gen)

'A' on p. b note.

As the extra expenditure on account of the Special pay to the port clerk is to be borne by the Minor Ports fund, Finance have no direct connection with the file. However, Finance may see before issue.

(vide Para 2 of the draft order)

(Note will be separated and sent to Finance, after approval)

14838 15838 13/8

PWD no 794-A/38-4

Finance (E.I.)

ASSISTANT SECRETARY TO GOVERNMENT
16 AUG 1938
FINANCE DEPT.

This Department is concerned with paragraph 2 of the draft order sanctioning a special pay of Rs.5/- per mensem to the Port clerk in Mangalore. Before 15-12-1937. the duty of collecting port dues vested in the Customs Department. Owing to the appointment of wholetime Port Conservators and the introduction of Provincial Autonomy it was considered desirable to relieve the officers of the Customs department of

placed below

Date on which the Collection of port dues was taken over by the Port Depts. X

Cf no 1163 PW(main) 14.6.37 (F) p3

2811 16-8-38

their Provincial part-time duties, and orders were issued in G.O. No. 1163 P.W.(Marine) dated 14-6-1937 (F) p 3-4 for the departmental collection of port dues. At Mangalore port, this work has devolved on the port clerk see para 2 (ii) exp 2 to whom it is proposed to sanction a special pay of Rs.5/- per mensem. The charges are debitable to the Provincial Minor Ports Fund.

Under F.R. 9(25) one of the considerations for the grant of special pay to a Government servant is specific addition to the work or responsibility. In the present case, the collection of port dues is a specific addition to the work of the port clerk. Besides, the clerk will be required to furnish a security of Rs. 200/-. In view of these facts, the proposal need not be objected to in this Department

see para 2 (i) exp 2 of F.R. 9 (25) (F) cf Art 75 of M.F.R. Vol I (p. 40 of the book - not in file)

The draft order may be accepted and the case returned to the P.W.D.

nc 22.8.38

22.8.38

Through Finance (Accts).

22.8.38

23.8.38

24.8.38

D.S.

P.W.D

Orders - file No 28111/37-1

The draft order may now issue

24.8.38

ASST SECRETARY

A

25 AUG 1938

35-29

TO XS DEPARTMENT

26.8.38

24.8.

13/27/8

C.F. 16.

DRAFT FOR APPROVAL.

	Date.	Initials.
When received for fair copying		
When copied		
When examined		
When signed		
When despatched.		

SUBJECT:— Post (Regl)

Post - Mangalore - Additional Clerk - Order.

READ AGAIN _____, dated _____ 19____.

" " _____ " _____ 19____

READ *ALSO* :-

C No. 794 A/38 From the PPO Madras, No. 2462 SE/2 dated 3-2-1938 pp 1-2 ✓

" _____ " Govt to the PPO " 794 A/38-2 " 22-3-1938 pp 5-6 ✓

" _____ " From the PPO " 2462 SE-F " 3-5-1938 pp 7-11 ✓

Order ~~Resolution~~ Ms. ~~Rout.~~ No. 1858, dated 27-8-1938.

pp 1-2 ✓

p 5 ✓

Para 2(IV) p 2 ✓

are not satisfied

The Govt ~~Considered~~ ~~that~~ no case has been made out for ~~sanctioning~~ that an additional clerk is necessary for the post office, Kanyakumari. The proposal of the PPO to transfer the clerk (attached for 8 months in the year at Hanger Kottai and abolished in para 1 of our cir no 794-A/38-2 dt 22-3-38) for duty at Mangalore is not, therefore, approved.

2. The Govt, however, approve the proposal to entrust the work of collecting post bags to the Post Clerk, Kanyakumari, under the supervision of the Head clerk, and to treat a

21

a bounty of Rs 200 from Para 2(iv) ✓24
Govt. For the extra work and responsibility, a special pay of Rs 5 (Rupees five) is sanctioned, as extra emoluments attached to the post attached to the post. — do — ✓24

3 The extra expenditure on account of the Special pay will be met from the Provincial Junior Post Fund Para 3 ✓24 ✓(5)

Rs 20/7/38

20.7.38

To the PMO Kalka
" M S-Ex (with copy of Pathankot (Gdf) Rly.
(with copy of M S-8 ✓)
Copy to Supdt. (with)
with ref. to his ...
Dpr.'s in rink. 29/8/38
rate

C/B

22

PV(K)

33/20

(1) Please ~~not send~~

PP 2021 Copy to Secretary

with Sgd. Initials

Date 5 2. 1938

(2) Keep 2 copies for the

1938